

CAO PROJECT MANAGER
(Unclassified Management)

DEFINITION:

Under the general direction of the Chief Administrative Officer (CAO); to act as a principle assistant to the CAO; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated only to the Chief Administrative Officer. Incumbents report to the Chief Administrative Officer or Assistant Chief Administrative Officer, and have significant responsibility for formulating policy and coordinating and managing specialized and sensitive projects that address County-wide issues involving multiple departments and outside governmental or private agencies.

EXAMPLES OF DUTIES:

Directs and coordinates planning and project activities with County departments and other public agencies; prepares detailed work plans for assigned projects including the methodology for needs assessments and allocation of resources; monitors progress and evaluates the performance of projects; directs cost-benefit analyses to guide in selection and prioritizing project objectives; develops contract proposals, criteria for evaluation, and evaluation processes; presents reports to the Board of Supervisors, governmental agencies, various planning commissions, and other legislative bodies; prepares ordinances, resolutions, position papers, and speeches for the Board of Supervisors; coordinates press activities and provides information to the media concerning project activities; develops, analyzes and recommends financing methods and plans for assigned projects; staffs community councils and adversary groups comprised of elected and other high level officials; performs a variety of special studies, assignments, and projects assigned by the Chief Administrative Officer; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Policy/procedure development and implementation related to countywide programs, activities and operations.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Federal and state legislative processes as related to local government and funding practices of state and federal agencies providing revenue sources.
- Budget administration and preparation.
- General Management System in principle and in practice.

General Knowledge of:

- Payroll administration.
- Management information systems.
- Organizational analysis and development.
- Federal, State and local government relationships.

Skills and Ability to:

- Plan, organize, direct and evaluate countywide programs of major significance.
- Provide decision-making and program support to a local government's legislative authority.
- Coordinate program activities with county management, elected officials, and representatives of other agencies.
- Direct and serve on task forces and committees, work effectively with representatives from county departments and industries to achieve consensus, goals and objectives.
- Analyze complex problems and logically identify solutions.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on countywide activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and experience which clearly demonstrate possession of the knowledge and skills listed above. An example of qualifying education and experience is: a bachelor's degree in public administration, business administration, or a closely related field, AND, five (5) years of experience providing administrative support and planning and coordinating highly viable and sensitive special projects for a large public agency. The possession of a master's degree in the areas listed above is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.